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Class Specifications  
for the Class:

PROCUREMENT AND SUPPLY SPECIALIST II  
(PROCUREMENT & SUPPLY SPCLT II)

Duties Summary:

As an advanced trainee, performs routine to moderately difficult professional work in providing materials, equipment, supplies and services to a department or large agency; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the advanced trainee through which the trainee advances as part of the progression to full performance as an independent worker. A position in this class performs a variety of assignments ranging from those of a clerical/technical nature through moderately difficult and complex assignments of a professional nature in providing a department or large agency with supplies, materials, equipment and services and performing related supply functions. Therefore, while work tasks are not limited to professional tasks but include non-professional tasks inherent in procurement and supply work, reference should be made to the series definition for determination of those tasks which form the basis for allocation to this series and class.

Supervision is relaxed on simple, routine and/or recurring assignments and is initially close and immediate for moderately difficult assignments (those with some relatable precedents), decreasing to general supervision during the latter period at this level. During the latter period at this level, also receives training and close supervision on complex assignments.

Examples of Duties:

Purchases a wide variety of goods and services for a department or large agency using formal and informal methods; conducts studies of requested products, working with users and writing specifications for moderately difficult purchasing requirements; receives training in and develops specifications for complex purchases; discusses, reviews trends and determines supply needs for the organization; conducts studies and makes recommendations related to purchasing and supply functions;

reviews operational procedures and policies of users and recommends where operational changes can be reasonably made to utilize more cost-effective products; analyzes results of formal bids and recommends award to lowest bid; supervises or provides instructions and coordinates taking inventory; may supervise store keeping activities; participates in management studies for cost-containment in the organization relative to purchasing or equipment/supply usage and needs; explains property disposal procedures to users; may maintain inventory of real property; recommends purchasing, stores and distribution and related policies for the organization and assists in the implementation; reviews purchasing actions and assures adherence to governing policies, laws, rules and regulations; assesses problem situations and makes determinations consistent with existing policies and standard procedures to resolve them where applicable and recommends action when existing policies and procedures are not directly applicable; may assist in developing the budget and justification for assigned function; may participate in the development of the organization's overall budget by compiling data on projected costs of equipment, supplies, etc., based on studies and knowledge and experience relative to market trends, manufacturers' changes and other factors; participates in testing of new products for the organization by discussing factors of the product necessary to be tested, assisting in developing data collection forms, methods and procedures, consolidating findings and making recommendations; maintains good relationships with a wide range of vendors, users and central agency (Department of Accounting and General Services) staff; serves as liaison when central agency provides purchasing or other assistance and to expedite contracts approval and other requests; develops justifications for sole source, restricted purchasing or exemptions from price list purchasing; consolidates purchasing requirements and obtains price quotes for items not requiring formal bidding; may control and report on user expenditures; and prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Basic procurement and supply principles, methods and practices; applicable Federal, State and local laws, regulations and standards; reference material and other informational data required in the execution of assignments; preparation of specifications, requisitions, advertisements of bids and formal contracts. Certain positions may require basic knowledge of supervisory principles and practices.

Ability to: Learn to plan, schedule and organize procurement activities; secure necessary information to provide adequate specifications; encourage wide competition in bidding; initiate and maintain effective relationships with representatives of other governmental agencies, subject matter specialists, contractors, vendors and others; learn and apply principles, procedures, techniques and practices of inventory management and property control, office and store keeping practices and procedures; prepare clear, comprehensive reports, records and correspondence.

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This is the first specification for the new class,  
PROCUREMENT AND SUPPLY SPECIALIST II.

Date Approved: August 6, 1986    /s/ James H. Takushi  
JAMES H. TAKUSHI  
Director of Personnel Services